

**Board of Public Works and Safety
Regular Meeting Minutes
January 7, 2013**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehamer answered roll call.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Community Development Director Krista Linke, City Engineer Travis Underhill, Street Commissioner Ron Collins, Clerk Treasurer Janet Alexander, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

The reverend Dr. Murphy offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

There were no public comments offered.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held December 17, 2012
2. Board of Works Claims.
 - Payroll Overtime Fire Department in the amount of \$603.48
 - Payroll in the amount of \$303,222.96
 - Payroll Longevity in the amount of \$72,500.00
 - Pension Payroll in the amount of \$57,750.52
 - Payroll Correction in the amount of \$49.11

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Old Business

There was no old business presented.

New Business

Change Order Request & Payment Application for Dave O'Mara for Lochry/Schoolhouse Project - Mr. Underhill explained that prior to the start of construction an alternate pipe type was selected, and due to the fact that some of the repair work was completed by City employees the cost of the project has been reduced. Mr. Barnett made a motion to approve changes in the amount of -\$2,958.00, and the payment request of \$60,385.90, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion

carried.

Pavers vs. Pavement Discussion and Recommendation from RDC - Regarding Downtown Parking Lot Project - Trent Newport & City Engineer Travis Underhill – Mayor

McGuinness stated that this discussion was held at the last RDC meeting, regarding the proposed use of pavers versus asphalt pavement on the Downtown Parking Lot Project. Mr. Newport said that the RDC had determined that impervious pavers are the most cost effective and attractive solution. A discussion was held. Mr. Barnett made a motion to go with impervious pavers recommended and budgeted by RDC, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

North Main Street Project Phase 2 - Design - Trent Newport & City Engineer Travis Underhill –

Engineer Trent Newport reported that they are currently nearing the end of Phase 1. He also stated that the construction is running on schedule. A discussion was held. **North Main Street Project Phase 2 - Pavement Widths -** Trent Newport and City Engineer Travis Underhill shared the results of research which showed that Phase 1 of the Main Street Project was designed using 12 ft. lanes but was changed to 11 ft. lanes based on public input. City Engineer Underhill stated that 12 foot lanes are common around town. Mr. Barnett made a motion to go with twelve foot lanes for Phase 2, seconded by Mayor McGuinness. A voice vote was taken with Mr. Barnett, and Mayor McGuinness voting Aye, and Mr. Swinehamer voting Nay. The motion carried. Mr. Barnett also brought up the proposed round-a-bout to be centered at the five point's location of Phase 2, and the removal of the traffic signal located at North Main Street and Circle Drive. Mr. Newport and Mr. Underhill stated that there would be additional planned public meetings held to discuss Phase 2.

Other Business

Clarification of Special Purchase of the Vac-Con Combination Sewer Cleaner - City

Attorney Gray stated that following the last meeting it was pointed out that the Vac-Con machine was not paid for by FEMA but rather from the NEG grant. The vehicle was used during the demolition of houses damaged in the 2008 Flood. At the conclusion of the grant, the MS4 Department continued the lease. Best Equipment credited the City for all lease payments received. Ms. Gray stated that despite the miscommunication about the source of funding the purchase still qualifies as a special purchase under I.C. 5-22-10. Mr. Swinehamer, seconded by Mr. Barnett made a motion to finalize the purchase of the sewer cleaner as originally discussed. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Emergency Closing Due to Snow Emergency - Consideration of Pay Plan – Mayor

McGuinness stated that on December 26th he decided to close City Offices due to a snow Emergency. The Mayor asked the Board to discuss paying employees for that day off and also how they want this type of situation to be handled in the future. Ms. Gray stated that on the snow day it has to be presumed that all scheduled employees were ready, able and willing to come to work and that because the employer directed them to stay home the insinuation is that they are authorized to be off and payment for that work day is commonly authorized. A discussion was held. Mayor McGuinness made a motion to approve and authorize the payment of employees who were off on December 26th due to the snow emergency, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Sewer Billing Manager Sherry Phillips explained that she called an employee in to work last week following the snow emergency because another employee called in sick. The employee

who came in had been scheduled off using her remaining unused personal time. Ms Phillips requested that the Board allow the employee to carry over 11.75 hours of unused personal time. Mr. Barnett made a motion to allow the carry over which was seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Nomination of Appointee by the BOW to the Plan Commission - Senior Planner Joanna Myers came forward and stated that the Board of Works has one annual appointment to the Plan Commission. Mr. Swinehamer nominated Mr. Jim Martin. This nomination was seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Modification of Job Description - Director of Community Development Krista Linke stated that the official job description for the Administrative Assistant who works for both the Planning and Engineering Department as well as for the Community Development Department needs to be revised specifying to whom the employee will report. The position is listed in the budget of the Planning and Engineering Department. A discussion was held. Mayor McGuinness made a motion to amend this description to state that this employee will report to the Planning & Engineering Director, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Department Reports / Staff Reports

Police Chief O'Sullivan introduced new probationary police officer Anjela Gipson who was in the audience.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 6:01 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 01/15/2013

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer